

VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Social Case Worker II</u> SALARY RANGE: <u>\$45043. - 52,405. A24A</u> Department or Agency Name: <u>BHDDH</u> <i>Division/Section/Unit</i> <u>Developmental Disabilities</u> Assignment(s) / Comments: <u>LATERAL BIDS ONLY - INAPPROPRIATE BIDS WILL NOT BE ACKNOWLEDGED</u> Shift and Days: <u>1st Shift, Monday - Friday</u> Restrictions/Limitations: <u>Leave to protect status to 6/18/2011</u> Position Covered By Collective Bargaining Union Agreement: _____ Yes <u>X</u> No _____ Name of Bargaining Unit Union: <u>RIASSE Local 580</u> There is* <u>X</u> is not _____ a Civil Service List for this position	CLASSIFICATION CODE: <u>02822400</u> REFERENCE POSITION NO.: <u>01051-10500- 39</u> APPLICATION PERIOD: <u>1/10/11 to 1/16/11</u> GRACE PERIOD ENDS <u>1/19/2011 4:00pm</u> Job Location: <u>Pastore Complex, Cranston</u> See A/B or Both for Specific Instructions
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	General Information to Candidate INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> <i>The title of the position for which you are applying</i> <i>Name of department where you are currently employed</i> <i>Title of your present position and date you entered it</i> <i>Your business telephone number</i> <i>Date you entered State service</i> <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: To perform casework duties and responsibilities of a specialized nature; and/or to be assigned to a special area of service in Developmental Disabilities; such assignments can be considered unique for various reasons such as: geographical, irregular hours of work, and nature of work; and to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Such as may have been gained through: possession of a bachelor's degree from an accredited institution of high education in sociology, or psychology, social work, child development, or in a related field; and Experience: such as may have been gained through: two years experience in the field of family and children services.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. Mail RESUME or CS-14 Application to: Florence Mercurio OHHS Human Resources Service Center Benjamin Rush Bldg., #55 600 New London Avenue Cranston, RI 02920 Telephone: (401)462-2491 TTY:TTD#: (401)-462-3363	



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